

## **CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION**

### **CLASSIFICATION**

**TITLE:** Commissioner of Health

**CLASS CODE:** 5688

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification shall report to the Director of Health and Hospitals and under administrative direction performs work in organizing, directing and overseeing the City's public health programs.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level managerial classification in the Public Health Series – Public Health Administrative Group job family. Incumbents within this classification regularly confer with immediate supervisors who are charged with the responsibility for specific areas of the City's public health programs; reviews reports of work accomplished by subordinates; manages the work of all sections of the Health Division.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

Incumbents in this class are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

### **EXAMPLES OF WORK (Illustrative only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes and directs the work of managers, professional, technical and administrative staff engaged in the delivery of public health services; determines the standards by which delivery will be evaluated; directs the preparation of annual budgets, and funding applications, monitors and evaluates delivery, performance and expenditures.

Enforces rules, orders, and statutes related to public health, environmental health, animal health, and other departmental services.

Establishes policies and procedures for community disease control; directs investigations in food-borne outbreaks, supervises the preparation of epidemiological reports; provides consultation with the Director on community issues related to public health.

Ensures managers take appropriate action necessary for the successful implementation of the strategic plan; monitors contractor and program performance and impact measures for efficiency, effectiveness, and quality of service delivery.

Participates in the selection of managerial staff; establishes standards, evaluates performance, and takes disciplinary action; determines the need for staff development and arranges for or provides appropriate training.

In collaboration with the Director, supervises the preparation of the budget and attends budget hearings, testifies in court on public health cases, conducts hearings on sanitation cases, etc.

Keeps the Director informed of departmental activities. Acts for the Director in his/her absence.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Human Interaction:**

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, calculator, projector, telephone and/or materials used in performing essential functions.

#### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as unit service reports, expenditure reports, grant specifications, budgets, equipment specifications, personnel policies, performance appraisals, maps, contracts, ordinances, statutes, procedures, guidelines and non-routine correspondence.

#### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fraction and decimals; interpret and develop descriptive statistical reports.

#### **Functional Reasoning:**

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of shapes and sounds, associated with job-related objects, materials and tasks to distinguish objects clearly and communicate with others.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.